

## CGFM Reactivation – Guidelines on CPE reporting (2019):

1. Your CPE report must contain at least **40 CPE hours** earned within the last 12 months. The documentation must be submitted no later than 30 days after the end of the 12-month period. For example, an individual may submit a reactivation report covering the period of October 25, 2018 through October 24, 2019 no later than November 23, 2019.
2. All reported hours must be in **government financial management topics or related technical subjects** applicable to government financial management areas. Please include the field of study or subject matter for each CPE activity listed on the CPE report (a list of subjects can be found in the CGFM CPE requirements – see “CGFM CPE requirements” link on [www.agacgfm.org/cgfm/maintain](http://www.agacgfm.org/cgfm/maintain)).
3. All reported hours must have **supporting documentation that clearly states YOUR ATTENDANCE OR COMPLETION of the hours**. The documentation must also include:
  - sponsoring organization (organization that provided the training);
  - title of the training program, including sufficient details to determine the content (if field of study or subject matter is not explicitly listed or evident from the title, an agenda or a brief description of the training must be provided);
  - your name;
  - completion date or dates attended; and
  - number of CPE hours earned (see #4-5 below).

Examples of such documentation include:

- certificate of attendance or completion,
- certificate of CPE hours earned,
- grade report,
- an official letter from the event sponsor or your employer certifying that you have **attended** the event.
- an official report from the employer listing all of the required information (the bottom portion of your CPE report must also be filled out and signed in this case – by your supervisor, education director or HR personnel).

Please note: documentation received prior to the training event, including a paid registration, is **NOT** acceptable as the supporting documentation. Please do not mail the originals; photocopies of documents are sufficient.

### Additionally...

4. If one document does not contain all of the necessary information (for example, the certificate of completion does not have the number of CPE hours), please attach **additional documents** that will provide the missing information (for example, the event agenda showing the number of hours).
5. If the supporting documentation contains beginning and starting times of the event, but does not clearly state the number of CPE hours earned, please **calculate the number of CPEs** by adding all the training hours (subtracting all breaks), multiplying by 60 and then dividing the total by 50 (please show your calculations). For example, 10 a.m. – 4 p.m. with one-hour lunch break course is 5 hours x 60 = 300 minutes; 300 / 50 = 6 CPE hours. When the total minutes of a training session are more than 50, but not equally divisible by 50, the CPE hours must be rounded down to the nearest one-half hour.
6. If you are reporting CPEs for **college credit** courses, **self-study** courses, courses where you were **an instructor or for published work**, please refer to CGFM CPE requirements (see “CGFM CPE requirements” link on [www.agacgfm.org/cgfm/maintain](http://www.agacgfm.org/cgfm/maintain)) for specific guidelines for reporting these types of CPE hours.
7. If you are including CPEs that cover **individual or business taxation**, please provide a written explanation of the applicability of these courses to your job and proficiency as a government financial manager.